



# Job Opportunity

## State Controller's Office

**Position:** Office Technician (Typing)

Statewide

**Location:** Division of Audits  
300 Capitol Mall, Suite 418, Sacramento, CA 95814

**Issue Date:** May 4, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Laura Nicholls, 916-323-1598

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-640-1139-023

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under the general supervision of the Staff Services Manager I, the incumbent will be responsible for performing a variety of duties and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. Specific duties include, but will not be limited to, the following:

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Using various computer applications—including Microsoft Word and Excel, and AuditVision—type complex and lengthy audit reports, including extensive schedules, submitted by staff using prepared glossaries in combination with original text. Proofread reports prepared by other staff. Edit reports as directed.
- Independently type, format, and edit correspondence and/or forms, and develop spreadsheet reports and charts displaying graphical detail of information. Also, maintain correspondence database for tracking purposes.
- Complete special projects as assigned. These projects may include, but are not limited to, typing various manuals, guidelines, annual reports, audit programs, glossaries, and management reports. Also, using MicroSoft PowerPoint, may be requested to assist management in preparing presentations and/or organization charts.
- Assist with Office Support Services functions, as necessary. These functions may include, but are not limited to, assisting with library maintenance, duplicating and distributing monthly newsletters, maintaining “Published Reports” files, answering telephones, and distributing incoming and outgoing mail.

#### DESIREABLE QUALIFICATIONS:

- Good organizational skills.
- Ability to manage multiple priorities/multi-task.
- Excellent communication skills.
- Proficient in Micro-Soft Word and Excel, Access, Powerpoint

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Audits  
300 Capitol Mall, Suite 418  
Sacramento, CA 95814

Attn: Laura Nicholls